

# Vendor Confidentiality Agreement

**Date:** [Insert Date]

**From:**

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]

**To:**

[Vendor Name]  
[Vendor Address]  
[City, State, Zip Code]

## Subject: Vendor Confidentiality Agreement

Dear [Vendor Name],

We are pleased to have the opportunity to work with you as our service provider. In order to safeguard our confidential information that may be exchanged during the course of our business relationship, we kindly ask you to agree to the following terms regarding confidentiality.

### 1. Definition of Confidential Information

For purposes of this agreement, "Confidential Information" refers to all non-public information that is disclosed by [Your Company Name] to [Vendor Name], including but not limited to business strategies, financial data, customer information, and proprietary technology.

### 2. Obligations of the Vendor

[Vendor Name] agrees to:

- Maintain the confidentiality of the Confidential Information.
- Not disclose any Confidential Information to any third party without prior written consent from [Your Company Name].
- Use the Confidential Information solely for the purpose of providing services to [Your Company Name].

### 3. Term

This confidentiality obligation shall remain in effect for a period of [insert duration] after the termination of this agreement.

### 4. Return of Confidential Information

Upon termination of this agreement, [Vendor Name] shall return or destroy all Confidential Information in its possession.

If you agree to these terms, please sign below. We appreciate your cooperation in maintaining the confidentiality of our information.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

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**Agreed and Accepted:**

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[Vendor Name] (Signature)

[Title]

[Date]